

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 43

December 28, 2005

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON DECEMBER 13, 2005

SUBJECT: TEAMS EVALUATION REPORT, FORM 1.78.04 - REVISED, GED SELECTION CHECKLIST, NEW SELECTION, FORM 12.16.0-ACTIVATED, AND GED SELECTION CHECKLIST, EXTENSION REQUEST, FORM 12.16.1-ACTIVATED

PURPOSE: The Department has established specific criteria for selecting sworn personnel to specialized or sensitive assignments. The Training, Evaluation, and Management System (TEAMS) Evaluation Report, Form 1.78.04, was activated to evaluate sworn personnel transferring or loaned to Professional Standards Bureau (PSB), Force Investigation Division (FID), Gang Enforcement Detail (GED), or the position of Field Training Officer (FTO). Revisions to the form have been implemented to facilitate its use and provide a more comprehensive review of the applicants.

PROCEDURE:

I. TEAMS EVALUATION REPORT, FORM 1.78.04 - REVISED. The TEAMS Evaluation Report, Form 1.78.04, is revised.

A. Use of Form. The use of this form has not changed.

B. Completion. Current procedures remain in effect, with the following revisions and additions:

- * Under the FTO, GED, FID, and PSB headings, a field has been added next to Performance Evaluation Report, Form 1.78.0, to record the dates of the rating periods reviewed;
- * The Divisional Employee Folder, Form 1.1, and the Department Personnel Package field has been separated and a check box provided for each field (GED ONLY);
- * A field has been added next to the TEAMS printout box to record the date of the TEAMS printout that was reviewed;
- * In addition to the date PSB was contacted to obtain the complaint history, the name, serial number, and division of assignment of the employee obtaining the information shall be completed in the space provided;

- * In addition to the date Risk Management Group (RMG) was contacted to obtain adverse judicial findings, if any, the name, serial number, and division of assignment of the employee obtaining the information shall be completed in the space provided;
- * In addition to the date Use of Force Review Division was contacted to ascertain if the sworn employee has been involved in a Law Enforcement Activity Related Injury (LERI), or In-Custody Death, the name, serial number, and division of assignment of the employee obtaining the information shall be completed in the space provided;

Note: Law Enforcement Activity Related Injury and In-Custody Death information are not contained within the current TEAMS printout. Use of Force Review Division shall be contacted to obtain the necessary information.

- * In addition to the date the applicant was interviewed, the name, serial number, and division of assignment of the interviewing supervisor shall be completed in the space provided (GED ONLY); and,
- * For the selection of GED personnel only, the GED Selection Checklist, New Selection, Form 12.16.0, shall be utilized in conjunction with the TEAMS Evaluation Report. In addition, for extensions of assignments of GED personnel, the GED Selection Checklist, Extension Request, Form 12.16.1, shall be utilized.

Note: These checklists shall be used to ensure that all mandated selection criteria for a GED assignment are appropriately addressed.

C. Distribution.

For transfers or loans to a new command:

1 - Original, Area/divisional TEAMS Evaluation Report file.

1 - TOTAL

II. GED SELECTION CHECKLIST, NEW SELECTION, FORM 12.16.0-ACTIVATED. The GED Selection Checklist, New Selection, Form 12.16.0, is activated.

- A. Use of Form.** This form is used in conjunction with the TEAMS Evaluation Report, Form 1.78.04, to ensure that all required information has been evaluated and the findings documented.
- B. Completion.** The GED Selection Checklist, New Selection, Form 12.16.0, shall be completed for each sworn officer applying for a GED position.
- C. Distribution.** The distribution for the GED Selection Checklist, New Selection, Form 12.16.0, is the same as the TEAMS Evaluation Report, Form 1.78.04.

III. GED SELECTION CHECKLIST, EXTENSION REQUEST, FORM 12.16.1-ACTIVATED. The GED Selection Checklist, Extension Request, Form 12.16.1, is activated.

- A. Use of Form.** This form is used in conjunction with the TEAMS Evaluation Report, Form 1.78.04, to ensure that all required information has been evaluated and the findings documented for GED personnel requesting an extension of their GED assignment.
- B. Completion.** The GED Selection Checklist, Extension Request, Form 12.16.1, shall be completed for each sworn officer applying for an extension in a GED position.
- C. Distribution.** The distribution for the GED Selection Checklist, Extension Request, Form 12.16.1, is the same as the TEAMS Evaluation Report, Form 1.78.04.

IV. COMMANDING OFFICER'S RESPONSIBILITY. When making selections to PSB, FID, GED, or an FTO position ensure that TEAMS databases and other available departmental information and documents are reviewed. The commanding officer shall also:

- * Review the employee's entire complaint history, including failure to appear, failure to qualify, and preventable traffic collision;
- * Review all sustained and pending complaints to ascertain if they contain elements of excessive

- force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty;
- * Document their consideration of each sustained complaint that contain any element of excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty and the consideration of this complaint history in making the selection;

Note: Listing the complaint history or attaching a TEAMS report is insufficient.

- * Review any adverse judicial findings that contain any element of excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty and the consideration of that judicial finding in making the selection; and,
- * Ensure that any information obtained regarding LERI and In-Custody Deaths from the Use of Force Review Division is documented in the narrative section.

The commanding officer selecting the sworn employee for assignment to PSB, FID, GED, or an FTO position shall assess the candidate's suitability for the assignment by reviewing their entire work history. This gives the commanding officer a complete picture of the prospective candidate and is not meant to preclude the candidate from applying for their desired assignment. Commanding officers shall encourage all sworn employees to apply for these sensitive positions, as there is no predetermined criteria for non-selection.

FORM AVAILABILITY: The TEAMS Evaluation Report, Form 1.78.04, will be placed on the Local Area Network (LAN) and made available for ordering from the Distribution Center, General Services Department, within 90 days. A copy of the form is attached for duplication and immediate use.

The GED Selection Checklist, New Selection, Form 12.16.0, and the GED Selection Checklist, Extension Request, Form 12.16.1, will be made available for ordering from the Distribution Center, General Services Department, within 90 days. A copy of each form is attached for duplication and immediate use.

AMENDMENTS: This Order amends Sections 1/668.04, 2/520.05, 2/550.10, 2/550.20, 3/763.75, 3/763.78, 3/763.86 and 5/1.78.04-10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachments

DISTRIBUTION "A"